

Name _____

Student ID# _____

Address _____

Quarter: Summer Fall Winter Spring

Year: _____

Students who merely stop attending classes without formally withdrawing will receive the grades assigned by their instructors and will not receive a refund of tuition and fees. A student may be administratively removed from a class, but this will not result in any obligation of refund to the student. Recipients of federal financial aid may be required to return monies to the applicable federal program.

Course Number	Section	Course Title

Comments: _____

Student's Signature _____

Date _____

For office only

Date received _____

Initials _____

COPY FOR FINANCIAL AID

TUITION AND FEES REFUNDS

Refunds of tuition charges and refundable fees resulting from Add-Drop or Withdrawal will be issued at the rate of 100% during the first two weeks of the quarter. No refund is available after the second week of the quarter. Summer Session refund periods correspond to the length of the class, 8 week classes will offer a refund during the first 4 days of the session, 4 week classes will offer a refund during the first 2 days of the session. Special Short Courses/Seminars/Weekend Courses will honor a refund deadline of the Wednesday preceding the start of the course.

RESIDENCE HALL REFUNDS

Upon proper and complete withdrawal from the residence hall and official termination of the contract, the percentages of the total room and board charge refunded are:

Before classes begin	100%
After the first day of class	90%
After the seventh day of class	50%
After the sixteenth day of class	25%
After the 30th day of class	No refund

RETURN OF FEDERAL FUNDS/REPAYMENT POLICY FOR FINANCIAL AID RECIPIENTS

Federal law governs the return of Title IV funds disbursed for a student who completely withdraws from the institution or stops attending all classes during a term without formally withdrawing (please refer to the college withdrawal policy). If the student withdraws within the first 60% of the enrollment period, a portion of the Federal financial aid may have to be returned. The financial aid office will make that calculation periodically throughout the term. Once TVCC returns the funds to the federal government the student will be responsible to repay the school.